

Circular Letter No. 66

April 4, 1904

To the American Teachers:

I am sending you enclosed a report blank which I desire you to fill out and return to this office on or before the 15th of the present month, in order that we may prepare our list of appointments for next year. It is of course understood that the sending of this blank does not necessarily imply that the Department can offer you the position for which you asked for the coming year, but so far as possible the preferences expressed by teachers now employed and those whose work has been satisfactory will be taken into consideration.

The Legislature which has recently adjourned failed to renew the provision of Law by which American Teachers may received their travelling expenses in going to and from the United States. It is ^{the} desire of the Department, however, that teachers who wish to be reappointed should take an examination in Spanish in order to give us some basis of determination of qualifications for advanced positions. This examination will be given in every district on May 7, 1904, and will be similar to the Spanish examination given last year, covering the following ground:

SPANISH

1. Pronunciation. To be tested by reading from the Spanish readers used in schools.
((To be reported as Excellent, Good Fair or Poor; no numerical weight.)
2. Conversation Spanish, including common idiomatic expressions to be tested by the ability of the candidates to answer in writing questions regarding everyday expression. ...(15)
3. A Dictation exercise. To be selected from Libro Tercero de Lectura, by Arnold and Gilbert. ...(10)
4. Translation into English of an exercise selected from or based upon the Libro Tercero de Lectura, by Arnold and Gilbert. ...(10)
5. Translation into Spanish of an exercise selected from or based upon Standard Second Reader. (25)
6. Grammar. Three or four questions may be expected. (20)
7. Composition. The writing of a composition in Spanish of not less than 150 words on one of five given topics. (20)

It is expected that every teacher will take this examination and the result will be announced to teachers as soon as the paper can be corrected. Unless you received other advice from the Superintendent of your District, you may report to him for examination on the date specified above.

Yours respectfully,

E. W. Lord
Acting Commissioner